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17 JUL 1987

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Federal Women's Program

Central Intelligence Agency

14 July 1987

Minutes of the FWPAC Meeting - 16 June 1987

1. A FWPAC meeting was held on 16 June at 10:30 a.m. in Room 2C40 Headquarters. Members present were:

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Observers present:

DDA/EEO Assistant

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[] opened the meeting at 10:30 a.m. with a proposal to amend the Council Selection Procedures as follows: to have new member appointments begin 1 October or 1 April. Since the Council does not meet during the summer months, those appointed in July do not serve a full term. After some discussion on the matter [] made a motion to amend the procedures as suggested, and [] seconded the motion. The motion was approved by all in attendance. Those terms due to expire 1 July 87 will be extended thru to 1 October.

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2. Announcements/EEO News (see attached)

3. Directorate EEO Officer Reports

DA - [] reported that the Office of Information Technology has been reorganized. (See Hqs. Notice 1-14-29 for details). [] has been named Deputy Director of Personnel. [] is replacing [] who will be attending the Senior Seminar at the Foreign Service Institute starting in September. [] and other EEO representatives will be attending the NAACP convention in New York the first week in July and later in the month the National Urban League Conference in Houston.

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FWPAC Meeting Minutes 16 June 1987

There were no reports from DI, DO or DS&T EEO Officers.

4. The remainder of the meeting was devoted to discussion of the FWPAC Women's Conference. Details of Conference are reviewed in the attached EEO News.

5. The next meeting of the FWPAC will be a luncheon meeting 28 July at the New York New York Restaurant in Rosslyn. FWPAC members will meet at the restaurant at 11:30 a.m. If you have any questions concerning the luncheon, please call [redacted]

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6. The meeting was adjourned at 1130.

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[redacted]
Recording Secretary

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[redacted]
APPROVED: [redacted] Chair
Federal Women's Program Advisory Council

Attachment:
As stated

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FEDERAL WOMEN'S PROGRAM MANAGER/EEO NEWS

Statistics - "A Workforce Analysis of Women in the CIA in
Fiscal Year 1987"

During the first quarter of this year I began what will become a series of annual reports designed to provide information on the status of women in the Agency each fiscal year. A draft of the first report of this series was completed and reviewed by the D/OP, DD/OP, D/E/OP and the D/OEEO. This report identified patterns, trends and problem areas, and reflected some of the gains female employees have made in recent years. After reviewing the report suggestions were made toward better clarifying the information to make it more useful to Agency managers. Due to the delays in finalizing the report I have decided to postpone incorporating these changes until the beginning of the Fiscal Year 1988. At that time, new data will be available and the format for the report will be changed to include true numbers instead of percentages, making it more realistic and useful to the reader. For your information I have attached a copy of the first draft.

OPM - Women's Executive Leadership Training Program (WELP)

I attended meetings conducted by OPM for program coordinators which provided information about program goals, objectives, requirements, respective roles and responsibilities, and the OPM-Agency partnership. These meetings serve as a forum to ask questions and to establish effective and efficient working relationships with other coordinators and to exchange helpful information based on experiences of participants from other agencies. Agency participants have recently met to get to know each other and to exchange information concerning their progress. Some of the experiences resulting from formal classroom training, individual development plans and work assignments have been exciting, as well as beneficial to our women participants. Some of the rotational assignments have been to

Some have assignments to private industry, Capitol Hill, and to other government agencies.

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FWPM/EEO News

FWP Sponsored Training Courses

I am working to develop resources for new and improved courses for FY 1988. The Women's Executive Leadership Development Course offered for the first time this fiscal year is being modified to include both male and female participants in a full week of training. I plan to delete the Professional Woman's Course and the Professional Men's Course and incorporate these seminars into one core course especially tailored to meet the needs of both genders. I have arranged for a pilot running of the core course which will be called "Culture, Power and Gender Dynamics." It will be held at Xerox Corporation, Leesburg, Virginia and will be offered by Organization Development Systems, Inc. A second new course will be an elective, entitled "Women-Working-With Women," conducted by Scandrett-Rush Associates. This course will be a one day training session for women supervisors and a woman whom they are supervising. This course will be piloted at the Chamber of Commerce building in September. A second elective course will be also be tried in September. This will be a one day assessment entitled, "Organizational Reality Indicator," an instrument used to indicate ones understanding of gender management in CIA culture. If these pilots are successful they will be offered by FWP/OEEO in Fy 1988. The core courses will be offered ten times at our Agency training site and the electives three times each at CoC.

OEEO Newsletter

During this quarter I began a new publication of an EEO Office newsletter. It is to be titled, "New Briefs," and will be published quarterly, or as needed, and will contain articles designed to keep Agency employees aware of EEO topics and matters of importance and general concern. The first issue is currently in the design stage at Visual Images/P&PD. There has been some delay in its publication due to current events. We can look for this publication in the near future. I have also designed a new logo for the Office of EEO.

Secretarial Policy Committee

The Secretarial Enrichment Groups/PMCD continues to meet to work out problems associated with the new Secretarial Career System., I recently met with the OTE/Secretarial Training Branch for a review of curriculum offered to Agency secretaries. We discussed the rationale for proposed changes to the curriculum for each secretarial level and the value of new initiatives. There are plans for accreditation of some of these courses, offered on site, towards transfer to a 4 year degree. It was decided to offer a "pre-test" to decide if required courses are actually needed by all secretaries at each level.

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FWPM/EEO News


Federally Employed Womens Conference (FEW)

The FEW's 18th National Training Program will be held this year in St. Louis, Missouri, 13-18 July. It has been our custom to exhibit at this conference. Though the Agency is presently at ceiling and the recruitment of new employees has slowed down, we are interested in encouraging women in "hard-to-find" categories to work for the Agency. The FEW Conference attracts highly qualified professional women from all over the nation, many of whom are interested in working for the Federal Government. One of our female field recruiters will join me in St. Louis on 14 July to exhibit for the Agency.

CIA Women's Conference 1987 (Title to be selected)

The FWPAC and the OEEO will sponsor a women's conference 14 October 1987 at Headquarters Auditorium. This conference is designed to aid Agency women in their career choices. The agenda will reflect the changing role of women in today's society and the special constraints of trying to balance the dual responsibilities of home and work. It will also address the issues women face in their working relationship with men, and examine the invisible barriers that block women's ascent to the executive level. The one day event is open to all Agency personnel, though geared towards the interest of female employees. The Honorable Nancy Kassebaum, United States Senator from Kansas, has agreed to be the keynote speaker for the conference. The remainder of the program has not yet been finalized, but the speakers chosen, will all be experts in their fields.

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Federal Women's Program Manager

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